

# **CITY OF ARANSAS PASS**

## **Utility Crew Leader**

### **SUMMARY**

Leads and participates in the work of crews assigned to utilities systems maintenance and repair activities; maintains and operates various types of motorized equipment in repair of city utility systems and facilities; ensures the safety of crew members and the general public; provides technical and administrative support to Utility Superintendent and other management personnel; performs related duties as assigned.

### **DUTIES and RESPONSIBILITIES**

Essential and other important responsibilities and duties may include, but are not limited to, the following:

#### **Essential Functions:**

1. Lead and participate in the work of crews assigned to the construction, maintenance and repair of city utility systems and facilities; monitor and guide crew members to ensure the safe and effective completion of projects; work with management personnel to plan, schedule and prepare for projects and activities.
2. Prepare work orders and assign tasks to crew members; record work activities at end of day; report project status to management personnel.
3. Operate a variety of tools and equipment such as back hoes, front end loaders, dump trucks, jet-rodger, vactor truck, gas detector, leak detector, tapping machine, cutting torch, jack hammer, and various other equipment in support of a variety of maintenance and construction operations.
4. Assist outside contractors locate system lines, taps, valves and other related components of systems.
5. Monitor performance of systems; review gauges and meters indicating usage and flow levels; conduct tests of water quality.
6. Perform preventative maintenance and upkeep on city equipment.
7. Evaluate performance of crewmembers; train and guide personnel in performance of work activities and operation of equipment and vehicles.
8. Work with and around heavy construction equipment; complete and assist in strenuous repair, installation, or construction activities.

#### **Marginal Functions:**

1. May perform general carpentry skills to repair/remodel buildings and construction of well houses.
2. Assist supervisory and management personnel in budget projections; assist in planning for projects and work assignments.
3. Perform additional related duties and responsibilities as required.

### **QUALIFICATIONS**

#### **Knowledge of:**

- Pertinent Federal, state and local laws, codes and regulations.
- Water and Wastewater systems.
- Operation and maintenance requirements of mechanical and power-driven equipment.
- Advanced methods and techniques of construction, maintenance and repair related to water and wastewater systems.
- Occupational hazards and standard safety practices.
- Basic supervisory and training techniques.
- Proper techniques and uses of a variety of hand tools and power tools.

#### **Ability to:**

- Perform a variety of skilled construction and maintenance tasks.
- Perform strenuous manual labor tasks related to assigned responsibilities.
- Comprehend grid maps and construction blueprints.
- Assign, monitor and oversee the work of crew members.
- Communicate clearly and concisely, both orally and in writing.

## **EXPERIENCE and TRAINING GUIDELINES**

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

### **Education and/or Experience:**

High School diploma or GED required. Five years of experience in construction water/wastewater utility pipeline, heavy equipment operations, utility systems maintenance and repair work, or related field.

### **License or Certification:**

Possession of a valid Class B commercial drivers license.

Possession of, or ability to obtain, Class C water distribution certification from the Texas Natural Resources Conservation Commission.

Possession of, or ability to obtain, Class II wastewater collection certification from the Texas Natural Resources Conservation Commission.

## **SUPERVISION RECEIVED and EXERCISED**

Receives direction from the Utility Foreman and Utility Supervisor.

Exercises lead and functional supervision over assigned maintenance personnel.

## **WORKING CONDITIONS**

### **Environmental Conditions:**

Indoor and outdoor environments; exposure to all weather conditions; exposure to vibrations, and noise; work on slippery or uneven surfaces, work with or in water; work with and around heavy machinery, in or near vehicle traffic; work underground; exposure to dust and fumes; subject to possible inhalation and absorption through skin of toxic chemicals.

### **Physical Conditions:**

Essential and marginal functions may require maintaining physical condition necessary for sitting, standing, and walking for extended periods of time; moderate and heavy lifting and carrying up to 100 pounds; pulling, reaching, bending, climbing, and kneeling; use of fingers, both hands, and both legs required; vision and hearing acuity required; must be able to distinguish colors; must be able to operate assigned vehicle; must be able to work in confined spaces.

Maintain mental capacity that permits making sound judgments regarding work and have regular attendance.

Must also pass post-offer drug testing and criminal background check and other appropriate testing and requirements as required.

## **ACKNOWLEDGMENT**

I acknowledge that I have read the job description and requirements for the Project Coordinator position and I certify that I can perform these functions.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness

\*Management has the right to add or change these duties of the position at any time.